

**House Rules**  
**3875 Owners Corp**  
**Revised 7/2020**

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building.
2. Individuals of any age shall not play in the public halls, stairways or elevators.
3. No public hall above the ground floor of the building shall be decorated or furnished by any Shareholder or Subtenant in any manner without the prior consent of the Board of Directors.
4. No Shareholder or Subtenant shall make or permit any disturbing noises in the building or permit anything to be done which will interfere with the rights, comfort or convenience of other Shareholders or Subtenants.

No Shareholder or Subtenant shall install and use mechanically operated exercising equipment in his/her apartment.

No Shareholder or Subtenant shall play any musical instrument or permit to operate a phonograph, stereo, radio or television loud speaker in Shareholder's or Subtenant's apartment if the same shall disturb or annoy other occupants of the building.

5. No article shall be placed in the halls, on the staircase or fire escape landings nor shall anything be hung from the doors, windows or placed on the windowsills or fire escape landings of the building.
6. All window air-conditioning units or ventilators shall be installed in accordance with New York City Building and Fire Safety Code and shall be subject to removal in the event of non-compliance with the City Code.
7. No sign, notice, advertisement or illumination shall be inscribed or exposed on any window or other part of the building, except such as shall have been approved by the Board of Directors.
8. Please protect our elevator cabs. When transporting bicycles, scooters, roller blades or similar vehicles, building carts and strollers from any floor from 11<sup>th</sup> to lobby please push both the up and down buttons. This will increase the likelihood that the padded elevator will arrive for your use.

Strollers and the above-mentioned vehicles shall not be allowed to remain unattended in the public halls or passageways of the building.

9. All deliveries must go through the basement entrance of the building. Trunks, heavy baggage and large items shall be taken in or out of the building through the basement. The elevator shall not be overloaded. Only the padded elevator shall be used.
10. Toilets and kitchen sink drains shall not be used for any purposes other than those for which they were constructed. No sweepings, hair cuttings, rubbish, paper, diaper wipes, cigarettes butts, Q-tips, dental floss, paper towels or other material likely to cause a stoppage shall be deposited therein. Repairing any damage resulting from misuse of any toilet or kitchen sink shall be paid for by the Shareholder.

**RUNNING WATER:** Water conservation is a building priority. Unnecessary and unreasonable water usage is prohibited.

**WATER LEAKS:** Shareholders are responsible for monitoring toilets, sinks and under sink areas, showers and drains for drips, and leaks.

(1) Notify the Superintendent without delay of any plumbing concerns such as leaks of any kind or stopped drains, dripping faucets or shower heads, running or hissing toilets, and deteriorated caulking between bathtub and wall.

(2) The installation and/or use of automatic clothes washing machines in individual apartments is strictly prohibited.

11. Ownership of pets is a privilege not a right. After a period of residency in the building of one year a Shareholder in good standing wishing to obtain a dog must apply to the Board of Directors in writing. Permission shall be granted in writing on a case by case basis. As part of the request for permission to have a dog the Shareholder will need to document that their Home Owners Insurance Policy covers claims arising from dog's behavior. All pets except dogs must be restricted to their individual units unless in transport.

(1) No dog or cat shall be permitted to wander freely in the public areas of the building including but not limited to hallways, elevators, lobbies and offices. All such pets must be in a secure transport container or on leash before leaving the unit. Owners are not permitted to allow their pets to urinate or defecate within the building, at the entrances or any area adjacent to the building or fail to clean up in the event of an accident.

(2) No Shareholder will advertise or cause to advertise publicly that 3875 Waldo Avenue is a “pet-friendly” building.

12. No radio, television aerial antenna or similar device shall be attached to or hung from the exterior of the building or mounted on the roof.
13. No vehicle belonging to a Shareholder or Subtenant or to a member of the family or guest or employee of a Shareholder or Subtenant shall be parked in such a manner as to impede or prevent ready access to any entrance of the building.

The loading zone parking spot at the Waldo entrance is for shareholders to conveniently bring their packages in and out of the building and parking is limited to 15 minutes. (The parking spot is also used for emergency contractor work such as plumbing and boiler repair). Guests may not use this parking spot and this parking spot cannot be used to comply with the 90 minutes alternate street parking rules and no cars may be left in that spot overnight. Misuse of this parking spot results in great inconvenience to others and offending vehicles are subject to being tagged and or removed.

14. Unless expressly authorized by the Board of Directors in each case, the floor of each apartment must be covered with rugs or carpeting/padding or equally effective noise-reducing material to the extent of at least 80% of the floor area of each room, except kitchen and bathroom.
15. No open house events of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Board of Directors.
16. Complaints regarding the service of the building shall be made in writing to the managing agent of the Corporation.
17. The following rules shall be observed with respect to hall recycling and trash disposal rooms and use:
  - (1) All wet household garbage is to be securely wrapped or bagged in a small package size to fit easily into the chute;
  - (2) All household garbage must be completely drip-free before it leaves the apartment and is carried to the hall recycling and trash disposal room in a careful manner and in a drip-proof container; then placed into the chute;
  - (3) Cans, glass, aluminum and plastic items must be placed in the left container, newspapers, fliers, catalogues etc. must be placed in the right container for recycling purposes;

(4) Bulky items must be carried to the basement. If help is needed, please contact the Superintendent;

(5) Under no circumstance shall any items such as carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable explosive, highly combustible substances, lighted cigarettes or cigar stubs, be thrown into the incinerator chute. These items must be carried to the basement for disposal. Vacuum cleaner bags must be bagged as trash. Damage to the compactor from misuse of the incinerator shall be paid for by the Shareholder or Subtenant who has caused it;

(6) The Superintendent shall be notified of any drippings or moist waste on the incinerator closet floor.

**18.** Moving-in or moving-out: Either moving shall take place from Mondays to Saturdays between 8.00 a.m. and 4.00 p.m. The Superintendent must be notified a week prior to the moving date. The elevator shall not be overloaded with luggage or furniture. A refundable fee of \$ 250.00 shall be deposited at the office of the managing agent of the Corporation to cover possible damage to the public areas. If the move passes the 4 p.m. deadline, shareholder forfeits the \$ 250.00 fee.

**19.** All Shareholders must carry Home Owners Insurance for Cooperatives that: 1) provides a minimum of \$100,000 in personal liability and 2) names 3875 Owners Corp as "Additional Insured". A copy of the insurance policy that also shows verification of items 1 and 2 must be submitted to Metro Management by April 1 annually. Failure to provide proof of insurance may incur financial penalties.

**20.** No construction/renovation or repair work or other installation involving noise shall be conducted in any apartment except on weekdays between the hours of 8.30 a.m. and 4.00 p.m. No work is permitted on holidays. No construction, renovation or repair work shall be conducted without prior approval by Management and the Board of Directors. Upon request Management will provide the Apartment Renovation Application Forms.

For any work in an apartment, including plumbing, electrical, painting, carpentry, carpeting or other renovation work not specifically enumerated, the Board of Directors, Management and the Superintendent must be informed at least 5 business days before any apartment work is scheduled no matter whether the work is being done by a Shareholder, Subtenant or a Contractor. It is strongly recommended not to schedule the start of any plumbing or electrical work close to the weekend or holidays when assistance from the building and or from the building's plumbing company (should an unexpected problem arise) are not

available. Damages resulting from unauthorized apartment work will exempt the Corporation from any and all repair responsibilities including those repairs that commonly would be undertaken by the Corporation. The Corporation will charge a fine of up to \$ 2,000.00 to any Shareholder or Subtenant undertaking unauthorized work of any kind in his/her apartment.

All renovation work requires written prior Board approval. In order not to delay the desired work it is recommended that applications be submitted to the Board at least 30 days in advance of the start date.

Changes to the original plumbing footprint of the building are not recommended.

Due to the possibility of a lead hazard only chemical paint stripping is allowed. Mechanical paint stripping is strictly prohibited.

**21.** The Board may impose financial penalties for violations of the House Rules aside from the specific penalties listed above.

**22.** Upon sale or sublet of an apartment that has not yet been converted from fuses to circuit breakers the fuse box must be replaced by a UL approved circuit breaker box.

***These House Rules maybe added to, amended or repealed at any time by resolution of the Board of Directors.***